

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OLS0313815

Date Posted: 07/05/11

POSITION NO: 211916

Closing Date: 07/18/11

CLASS CODE: 1980

POSITION TITLE: Policy Analyst

DEPARTMENT NAME: Office of Navajo Government Development

DEPARTMENT NO: 31 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R65A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00a.m.-5:00p.m.

Temporary:

Duration: Full - Time \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs a variety of analytical and evaluative research of major legislative actions, examines issues and provides a comprehensive analysis of major concerns to the Navajo Nation government. Work on highly controversial matters that affect the overall Navajo Nation, forge strong political relationships, communicate well, negotiate and compromise if necessary to promote continuity of program goals and objectives of Government Reform. Study, analyze and research different models of government systems as an alternative forms of government for the Navajo Nation. Develop informational system or materials on government issues to Navajo Nation Chapters. Proposal writing to supplement program funding or utilize funds to support Navajo Nation Chapters. Provide leadership training for 110 chapter officials on the variety of self-governance.

Communicates on program activities and performance through reports, statistics, and presentations at program, chapter and Council meetings. Provides awareness, understanding, appreciation of and support for the conservation, protection and preservation of Navajo tradition and culture. Provide technical guidance on achieving the program's strategic plan, accomplish the goals and objective of the office. Analyze program operations and recommend improvement toward a viable, efficient and effective program management. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Political Science, Public or Business Administration, or closely related area; and

Experience:

three (3) years of progressive responsible research related work experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Excellent research and writing skills mandatory; knowledge of legislative affairs planning, work simplification, legislative analysis techniques, and procedures. Knowledge of Navajo Nation, Federal and State laws, regulations, and guidelines governing aspects of tribal operations relative to the principles and techniques of policy analysis. Skill in collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations. Skill in interpretation and analysis of legal and quasi-legal documents.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99